



MARYLAND BIKEWAYS PROGRAM **PROJECT MANAGEMENT GUIDELINES**

The Maryland Department of Transportation

Updated October 2012

Introduction:

The following information serves as guidance for all projects funded by the Maryland Department of Transportation (MDOT) Bikeways Program. This information has been developed to provide a broad overview of project reporting and financial management requirements, however minor adjustments and refinements may be made to address specific project needs. For more information, you may contact Kate Sylvester at 410-865-1304 or at ksylvester@mdot.state.md.us.

Project Management:

1. Project Review by MDOT

- The grantee will provide supplemental project information to MDOT as requested. MDOT will provide advisory comments on proposed design elements, and retains the authority to deny grant funding to any project or portion thereof for which comments are not satisfactorily addressed.
- MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation; however, MDOT recognizes that the context and appropriate design for bicycle facilities on local roads may justify flexibility in certain circumstances. The owner of the Bikeway facility retains responsibility for approving final design, managing construction, including appropriate maintenance of traffic, and inspecting construction. The grant recipient agrees to defend and hold the state free from liability in case of claim or suit arising from the construction, operation, or maintenance of the Bikeways project.

2. Project Grant Agreement

- The project grant agreement will be drafted and executed once the grantee has provided detailed project information (such as signing and marking plans, scope of work, detailed cost estimates) to MDOT and addressed MDOT comments.
- No reimbursable expenses may be incurred until the project grant agreement is executed.

3. Project Modifications

- modifications to Project Agreements must be requested through MDOT;
- modifications cannot be implemented until approved by MDOT, and reflected in a modified Project Agreement, if necessary.

4. Status Reports

- must be submitted to MDOT quarterly using the Bikeways Status Report provided;
- are to be submitted by dates agreed upon in the Project Agreement, regardless of progress during the reporting period; and
- MDOT reserves the right to withhold reimbursement until reporting requirements are met.

5. Final Report

- The Final Report is to be completed and submitted to MDOT within the project period noted in the Project Grant Agreement;
- An electronic copy of all final design plans and documents funded by the grant must be provided to MDOT; and
- The final Reimbursement Claim will not be processed until Final Reporting requirements are met.

6. Procurement

- State of Maryland agencies will follow the policies and procedures used for non-Federal procurements pursuant to the State Finance and Procurement Article (Code of Maryland Regulations (COMAR) Division II of Title 11).
- Other grantees will follow local procurement laws in order to procure any property, equipment, services or supplies associated with the development and implementation of the Project.
- In the absence of any local procurement laws, grantees shall comply with Division II of Maryland Procurement Law, found in Title 11 of the State Finance and Procurement Article.

7. Reimbursement Claims

- must be completed and submitted within the project period noted in the Project Agreement in increments no shorter than one month;
- must be submitted to MDOT using the Bikeways Reimbursement Claim form;
- reimbursement claims may be submitted to:

ATTN: Melinda Gretsinger
Maryland Department of Transportation
Office of Planning and Capital Programming
7201 Corporate Center Drive
PO Box 548
Hanover, MD 21076

- final Reimbursement Claims will not be paid until Final Report requirements are met; and
- submission of final Reimbursement Claim will signal completion of the project and result in MDOT's closing the project account. Any remaining funds will revert to the Bikeways Program.

8. Supporting Documentation

- all Reimbursement Claims are to be supported and accompanied by copies of invoices or other suitable documentation, as follows:
 - a) Salaries and benefits paid for staff time to support a project
 - shall be documented by providing employee name, title, hourly rate, date(s) work was performed, hours worked, and a description of the activities/tasks performed on the project during the period covered by the Reimbursement Claim.
 - Salary documentation certifying the salaries and benefits rate for staff whose time may be reimbursed through the grant shall be submitted on official letterhead with the first Reimbursement Claim. Re-certification will not be required with subsequent Reimbursement Claims unless changes to the salary or benefit rate occur.
 - b) Contractual Services - copies of consultant/contractor invoices, detailing service costs billed, which includes individual dates, hours, activities, etc. indicating the grantee's payment of the invoice.
 - c) Materials and Equipment - copies of vendor invoices or receipts itemizing costs billed.
 - d) Travel - copies of expense reports and/or copies of receipts, tickets, etc.
 - e) Other Direct Costs – copies of vendor invoices or receipts itemizing costs billed.
- See "Reimbursable Expenses" section of the document for further information on allowable expenses.
- Documentation should be collated in the order listed on the Reimbursement Claim form, with all costs to be reimbursed by MDOT highlighted or otherwise identified.
- Copies of documentation identifying matching funds' expenditures shall be compiled and maintained in a separately-identified file for the project. This file will be made available to MDOT, or other competent authority, as part of any site visit, or as otherwise requested.

A summary of matching funds expended will be included in the final reimbursement claim.

9. Retention and access requirements for records

- All files, including deliverables, invoices, and reimbursement claims must be retained for three years from date the final Reimbursement Claim is submitted to MDOT;
- if there is an action resulting from an audit or other action started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later;
- MDOT has the right of access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts, with two (2) days notice; and
- the right of access shall last as long as the records are retained.

10. Audits

- MDOT reserves the right to request audits of any agencies with a demonstrated non-compliance or other financial management deficiencies.

11. Standards of Practice

- Project grantees must comply with all applicable Federal and State laws;
- Project grantees are expected to provide appropriate opportunities for public review and comment on the Bikeways project.

12. Project Maintenance and Useful Life

- For Construction and Minor Retrofit Projects:
 - An entity responsible for operations and maintenance of the project facility and equipment for the duration of their useful life must be identified prior to executing the Project Agreement.
 - Project facilities and equipment funded by the Bikeways Program are expected to be adequately maintained for the duration of their useful life, and not less than five years.
 - In the event that project facilities and equipment are not adequately maintained for at least five years, the grantee shall refund the Bikeways expenditures, at the request of MDOT.

Reimbursable Expenses:

1. In general, to be allowable, costs must:

- be necessary and reasonable for, and allocable to, an approved project;
- be incurred within the project period specified in the Project Agreement;
- be adequately documented; and
- be authorized and not prohibited under State and local laws or regulations.

2. Signs, Pavement Markings, and Trail/Pathway Construction

- Purchase, fabrication and installation of regulatory, warning and guide signs, supports and field reference markers are generally allowable expenses.
- Installation of pavement markings, including paint and thermoplastic lines, bicycle stencils, and sharrows, and generally allowable expenses.
- Expenses associated with the removal and replacement of existing signs and pavement markings to provide for improved bicycle accommodation will be considered eligible for project support.
- Roadway paving will generally not be reimbursed; however, repaving expenses may be counted as matching funds when the project includes improved bicycle accommodation after repaving.
- Trails and pathways will be designed to comply with all applicable permitting requirements, and will generally be at least 8 feet wide to accommodate two-way bicycle travel.
- MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation; however, MDOT recognizes that the context and appropriate design for bicycle facilities on local roads may justify flexibility in certain circumstances. Links to relevant design guidelines are provided on the Bikeways Program website at www.cycle.maryland.gov.
- The owner of the Bikeway facility retains responsibility for approving final design, managing construction, including appropriate maintenance of traffic, and inspecting construction. **The grant recipient agrees to defend and hold the state free from liability in case of a claim or suit arising from the construction, operation, or maintenance of a Bikeways Program project.**

3. Other Capital Equipment

- Includes tangible, non-expendable items, such as bicycle racks, benches, and bicycle repair stations;
- Purchases of new and/or replacement equipment are limited to 10% of reimbursable project costs unless specifically authorized in the grant agreement; and
- Material/equipment acquisition should be completed far enough in advance to allow the receipt and use of it during the fund obligation period.

4. Salary and Benefits

➤ Regular Positions

- must be additional, new position(s) or additional, new duties to an existing position, related to implementation of the Bikeways project;
- includes salaries and benefits, such as, employer's share of Social Security, Medical Insurance, Pension Program, Worker's Compensation, etc.;
- must be pro-rated to project, based on the proportion of time the employee spends working on the project out of the employee's total work time;
- must be supported by time sheets or other appropriate time and attendance records; and
- payroll records must be available upon request

➤ Overtime

- overtime hours are ineligible for reimbursement.

5. Contractual/Consultant Services

- may be used to perform special work which cannot be performed, or cannot be performed as efficiently or as effectively, by the grantee or Project Agency;
- work to be done must be described in a scope of work/services statement, which includes the basis for payment for work done (i.e., fee for service, person-days of effort, hours X charge rates, etc.); and
- use of consultant services must be approved by MDOT prior to executing a contract with a consultant.

6. Travel

- only meetings travel of demonstrable value to the project will be approved;
- travel greater than 50 miles or \$50 per person in any day must be approved in writing by MDOT prior to incurring expenses;
- out-of-state travel must be approved in writing in advance of the trip, please provide an electronic copy of a brochure or other description and an agenda with the pre-approval request; and
- travel costs must comply with the Project Agency's regulations, provided they are at least as stringent as the State Travel Regulations (In the absence of Project Agency regulations, reimbursement for travel costs must comply with [State Travel Regulations](#) and cannot exceed the [Meal and Trip Reimbursement Limits](#) set by the Maryland DBM).

7. Educational materials, incentive items and other materials (including film, posters, pamphlets, reports, etc.) to be published or reproduced:

- Are generally not reimbursable by the Bikeways Program; however, such materials may be considered on a case-by-case basis.
- In the event that such materials are approved for reimbursement:

- must be specifically included in the Project Agreement;
- must directly relate to the project activities; and
- must be reviewed and approved by MDOT prior to purchase, publication or reproduction.

8. Indirect Costs

- In general, indirect costs are those costs which:
 - are incurred for a common or joint purpose benefiting more than one cost center;
 - are not readily assignable to the cost centers without effort disproportionate to the results achieved; and
 - apply to costs originating in the Project Agency as well as other departments supplying goods, services, and facilities.
- MDOT will not reimburse any grantee for indirect costs without prior approval and documentation of an indirect cost rate.
- MDOT may require the grantee to supply supporting documentation and/or certifications showing the basis of the indirect cost rate.
- To maximize the funds available for direct project activities, indirect cost recovery is limited to 10% with an approved rate. Indirect costs over and above the 10% limit may be used to meet matching funds requirements.

9. Ineligible Items

The following items are **not eligible** for reimbursement with Bikeways Program funds:

- purchase of land or land easements;
- general roadway and sidewalk construction, except when necessitated and directly impacted by development of an adjacent bicycle facility;
- employee training; and
- paid media requests and other educational materials except as specified above.
- General operating expenses incurred as part of the general operation of the government or entity.

10. Matching funds

- Matching funds are the funds provided by the Project Agency (or others) to support a project funded in part by the Maryland Bikeways Program.
- The funding match is computed on the basis of total project costs, with shares computed in a ratio between funding agency and funded agency.
- The percentage of total project costs that is required as matching funds varies depending on the project type, location and stage of project development. Matching fund requirements are detailed in the Bikeways Program Application instructions.
- Matching funds may be either "Cash or "In-kind"

- Cash match is the percentage of the direct out-of-pocket cost of the project activity or item provided funded agency, including cash contributions from third parties.
 - In-kind match is the value of goods or services provided in support of the activity or item, but not directly part of the cost of the project activity, provided by the funded agency, including contributions from third parties.
 - A summary of matching fund expenditures will be expected upon submission of the final reimbursement claim.
- Generally, matching funds must be contributed during the project period identified in the Project Agreement. In certain circumstances, matching funds contributed before or after the project period may be considered if there is a direct, functional relationship to the Bikeways Project.
- Following are some representative examples of cost items which are eligible to match funds furnished by MDOT:

<u>Item(s) funded by MDOT</u>	<u>Eligible Match</u>
Sign purchase or fabrication	Installation and maintenance of traffic by agency staff
Contractual design services	Contract management by agency staff, design review by agency staff
Trail Construction	Improvements to adjacent intersections to facilitate bicycle connections to the trail
Hourly salary of project manager	Clerical salaries, office supplies, utilities, etc., to support manager